

**THE WOODLANDS TOWNSHIP**

**BOARD OF DIRECTORS**

**WORKSHOP MEETING**

**JULY 22, 2010**

**MINUTES**

**THE STATE OF TEXAS   §**

**COUNTIES OF HARRIS & MONTGOMERY   §**

The Board of Directors of The Woodlands Township met in regular session, open to the public, on July 22, 2010, posted to begin at 9:00 a.m. The meeting was held in the Meeting Room at the Office of The Woodlands Township, Board Chambers, 10001 Woodloch Forest Drive, Suite 600, The Woodlands, Texas, within the boundaries of The Woodlands Township.

**DIRECTORS PRESENT:** Vice Chairman Lloyd Matthews, Secretary Claude Hunter, Treasurer Ed Robb, Director Nelda Blair, Director Tom Campbell and Director Peggy Hausman

**DIRECTORS ABSENT:** Chairman Bruce Tough

**STAFF/ADVISORS:** Don Norrell, President/General Manager, John Powers, Assistant General Manager Community Services, Monique Sharp, Assistant General Manager of Finance & Administration, Fire Chief Alan Benson, Susan Welbes, Director of Human Resources, Nick Wolda, Director of Community Relations/CVB President, Karen Dempsey, Management Analyst, Mary Connell, Manager of Community Relations, Mike Page and Bret Strong, Legal Counsel

**CALL TO ORDER:**

Vice Chairman Matthews served as Chairman and called the meeting to order at 9:00 a.m.

**CONSIDER AND ACT UPON ADOPTION OF MEETING AGENDA:**

Vice Chairman Matthews called for a motion and second to adopt the agenda.

**MOTION:** Motion by Secretary Hunter; second by Director Blair

**VOTE:**       **Ayes:** Vice Chairman Matthews

Secretary Hunter

Treasurer Robb

Director Blair

Director Campbell

Director Hausman

**Nays:** None

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**Absent:** Chairman Tough

**ACTION:** Motion passed unanimously.

**RECOGNIZE PUBLIC OFFICIALS:**

None

**PUBLIC COMMENT:**

1. **Mike Bakewell**-water taxis, trolleys

**The Public Comment Roster is attached hereto as Exhibit "A".**

**RECOGNIZE THE WOODLANDS HIGH SCHOOL FOR WINNING THE LONE STAR CUP:**

Vice Chairman Matthews recognized The Woodlands High School for winning the Lone Star Cup for Best Overall Athletic and Academic program in the State of Texas. Principal Greg Colschen and Athletic Director Mark Schmid were then presented with a *Certificate of Recognition* for this major achievement.

**RECEIVE AND CONSIDER THE POTENTIAL CONSENT AGENDA:**

*(This agenda consists of non-controversial or "housekeeping" items required by law that will be placed on the Consent Agenda at the next Board Meeting and may be voted on with one motion. Items may be moved from the Consent Agenda to the Regular Agenda by any Board Member making such request.)*

**Receive and consider approval of the minutes of the June 17, 2010 regular Workshop Meeting, June 23, 2010 special Board Meeting, and June 23, 2010 regular Board Meeting of the Board of Directors of The Woodlands Township;**

Vice Chairman Matthews asked the Board to review the minutes in preparation of the July 28, 2010 regular Board of Directors meeting. Director Campbell noted an omission found in the minutes of the June 23, 2010 regular Board meeting minutes. The above listed minutes, with any corrections, will be brought forward to the July 28, 2010 regular Board meeting.

**Receive and consider conveyance of Creekside Park West, Section 1, Restricted Open Space Reserve "A" (Timarron Park);**

John Powers provided a summary of this item with a recommendation that the Board of Directors accept the conveyance by special warranty deed from The Woodlands Land Development Company, L.P. of Restricted Open Space Reserve "A" out of The Woodlands, Village of Creekside Park West, Section 1, also known as Timarron Park, and authorize the President/General Manager to execute the special warranty deed.

**Receive and consider approval of an addition to the Park and Pathway Maintenance Agreement with Houston Grotech Services for Timarron Park;**

John Powers presented a summary of this item with a recommendation that the Board of Directors approve the addition to the Park and Pathway Maintenance Agreement with Houston Grotech Services for Timarron Park.

**Receive and consider conveyance of Grogan's Forest, Section 11, Restricted Open Space Reserve "B";**



John Powers presented a summary of this item with a recommendation that the Board of Directors accept the conveyance by special warranty deed from The Woodlands Land Development Company, L.P. of Grogan's Forest Section 11, Restricted Open Space Reserve "B" and authorize the President/General Manager to execute the special warranty deed.

**Receive and consider conveyance of Creekside Park, Section 2, Restricted Open Space Reserve "B";**

John Powers presented a summary of this item with a recommendation that the Board of Directors accept the conveyance by special warranty deed from The Woodlands Land Development Company, L.P. of Restricted Open Space Reserve "B", out of the Village of Creekside Park, Section 2 and authorize the President/General Manager to execute the special warranty deed.

**Receive and consider approval of contracts with Willis of Texas for property, liability and workman's compensation insurance;**

Don Norrell explained that currently the Township has two insurance carriers depending on the assets (Associations/Township), but by the end of the year the goal is have only one insurance carrier. Monique Sharp was then called on to provide additional information. Ms. Sharp informed the Board that Texas Municipal League, the Township's insurance carrier, requires a much higher level of detail on the Township's assets inventory and due to this requirement, the Township was not able to meet the August 1, 2010 deadline. It was recommended that this item be pulled from the Consent Agenda and placed on the Regular Agenda for the July 28, 2010 Regular Board of Directors' meeting.

**PLACE ABOVE ITEM ON THE JULY 28, 2010 REGULAR BOARD OF DIRECTORS' AGENDA**

**Receive and consider changes to Employee Retirement Plan Committee Members;**

Susan Welbes presented a summary of this item with a recommendation that the Board of Directors appoint the position of Director of Fiscal Services to serve on the Employee Retirement Plan Committee and remove the positions of Financial Services Manager and Financial Reporting Manager.

**Receive and consider approval of advanced funding to Montgomery County Sheriff's Office to purchase Chevrolet Tahoes versus Ford Crown Victorias for The Woodlands Patrol;**

Don Norrell presented a summary of this item with additional information provided by Captain Andrew Eason regarding the bid process for patrol vehicles. It was recommended that the Board of Directors authorize the acquisition of seven (7) Chevrolet Tahoe vehicles for patrol purposes from existing budgeted funds and authorize staff to provide advance funding to Montgomery County in the amount of \$49,000.

**Receive and consider annexation to the Township of five of seven small parcels of land described in the First Amendment to the Regional Participation Agreement with the City of Houston;**

Mike Page provided a summary of this item with a recommendation that the Board of Directors approve annexation to the Township of five of seven small parcels of land described in the First Amendment to the Regional Participation Agreement with the City of Houston. Mr. Page also asked that the Board expand this item to include calling a hearing to annex the parcels into the Township Economic Development Zone.

**Receive and consider award of bid for sign cleaning and sealing services;**

John Powers presented a summary of this item with a recommendation to the Board of Directors to award the bid to All Service Striping for sign cleaning and sealing services and authorize the President/General Manager to execute a contract for the services.

**BRIEFINGS:**

**Receive and consider The Woodlands Convention and Visitors Bureau Quarterly Report;**

Nick Wolda provided the Board of Directors with a written financial report and also used a PowerPoint presentation to update the Board on services provided by The Woodlands Convention & Visitors Bureau.

**Receive and consider an update from the Marriott's General Manager, Fred Domenick, regarding Convention Center activities;**

Fred Domenick provided the Board of Directors with an update on Convention Center activities. Mr. Domenick spoke primarily about the booking pace which was strong during the first five (5) months, but has slowed since May. Mr. Domenick stated that he was cautiously optimistic for positive growth, on both the hotel side and Convention Center.

**POTENTIAL REGULAR AGENDA:**

*This agenda consists of items that will be placed on the Regular Agenda at the next Board of Directors' Meeting.*

**Receive and consider the release of escrowed Convention Center reserve funds in accordance with Section 15.2 of The Hotel and Convention Center Management Agreement;**

Nick Wolda provided background information on this item with a recommendation that the Board of Directors authorize the use of available escrow fund balances as established by Article 15 of the Convention Center Lease Agreement to be used for a renovation of the Convention Center facility in accordance with a letter dated July 15, 2010, from Fred Domenick, representing the lessee.

Mr. Domenick was then called on to provide the scope of work involved in the Convention Center's "soft" renovation project and also to state how the project would be funded. Following Mr. Domenick's comments, Lori Weston, Sr. Designer with Marriott Architecture & Design, spoke about the story behind the project through a presentation showcasing design function and quality of materials selected.

Director Blair then suggested that this item be placed on the Consent Agenda for the July 28, 2010 Regular Board meeting. Mr. Page confirmed with Mr. Domenick that there would be no further action required from the Board regarding this item. Vice Chairman Matthews called for a motion and second to move this item to the Consent Agenda for the July 28, 2010 Regular Board of Directors' meeting.

**MOTION:** Motion by Director Blair; second by Treasurer Robb

**VOTE:**       **Ayes:** Vice Chairman Matthews  
                      Secretary Hunter

                      Treasurer Robb

                      Director Blair

                      Director Campbell

                      Director Hausman

**Nays:** None

**Absent:** Chairman Tough



**ACTION:** Motion passed unanimously.

**PLACE ABOVE ITEM ON THE JULY 28, 2010 REGULAR BOARD OF DIRECTORS' CONSENT AGENDA**

**Receive and consider changes to garbage collection service for Hillock Woods in the Grogan's Point neighborhood and approve a Memorandum of Understanding in connection therewith;**

Don Norrell provided background information on this item with a recommendation that the Board of Directors approve a Memorandum of Understanding with Montgomery County Water Control and Improvement District #1 (MC&ID#1) and authorize the Chairman to sign the agreement. Karen Dempsey was then called on to provide the results of a survey that was sent out to all the residents on Hillock Woods regarding preferences on garbage collection services. The majority of residents preferred to receive garbage collection service from WC&ID#1. This item will be considered and acted upon at the July 28, 2010 Regular Board Meeting.

**Consider and discuss a request made by Directors in regards to altering the Thursday work session date and/or time;**

Two options were discussed: change the meeting date to Wednesday or keep the Thursday meeting date and change the time. This item will be considered and acted upon at the July 28, 2010 Regular Board Meeting.

**CLOSED MEETING (if applicable);**

**Recess at 10:35 a.m. to Executive Session to discuss matters relating to real property pursuant to §551.072, Texas Government Code; deliberation of economic development negotiations pursuant to §551.087, Texas Government Code; discuss personnel matters pursuant to §551.074, Texas Government Code; and to consult with The Woodlands Township's attorney concerning pending litigation pursuant to §551.071, Texas Government Code;**

**Reconvene at 10:50 a.m. in Public Session;**

Vice Chairman Matthews announced that it would not be necessary to take action at this time on matters discussed in Executive Session.

**ADMINISTRATIVE REPORTS;**

**Community Services:** presented by John Powers

- Community Involvement Day for High Oaks Park in the Village of Grogan's Mill set for September 18, 2010
- Watch Talk Wednesday will be held July 28, 2010; presentation on Emergency Preparedness
- Good Neighbor Day-August 21, 2010 in College Park/Harpers Landing on Prairie Dawn Circle
- American Red Cross Aquatic Examiner Service performed a surprise audit at Shadowbend and Falconwing Pools; both pools passed
- Record pool attendance on July 4, 2010
- Bear Branch and Woodlands Dog Parks recognized with Readers' Choice Awards by *Pet Talk* magazine
- Memorial Hermann selected as Title Sponsor for *10 For Texas* event for the next three (3) years
- Ground Water Reduction Fee will be added to water bills beginning in September/October

- RFPs have been solicited for professional services in developing an invitation for bids for Comprehensive Solid Waste Removal Service
- Bids for Park & Pathway Maintenance Services are being advertised
- Restroom completed in Grogan's Forest

**Community Policing/Neighborhood Services:** presented by Marian Leck

- Thanked individuals who helped during Red, Hot & Blue (RH&B) Festival
- Thanked the Sheriff's Office for use of their Mobile Command Center during the Red, Hot & Blue Festival
- Law Enforcement Advisory page contains press releases and weekly blotters as well as watch alerts
- Referred the Board to the Law Enforcement Services Report for monthly statistics

**The Woodlands Fire Department:** No Report

**The Woodlands Convention & Visitors Bureau:** Report given earlier

**DISCUSS FUTURE AGENDA/ANNOUNCEMENTS:**

None

**BOARD ANNOUNCEMENTS; AND**

None

**ADJOURN**

As there was no further business to discuss, Vice Chairman Matthews called for a motion and second to adjourn the meeting at 10:55 a.m.

**MOTION:** Motion by Secretary Hunter; second by Director Blair

**VOTE:**           **Ayes:** Vice Chairman Matthews

Secretary Hunter  
Treasurer Robb  
Director Blair  
Director Campbell  
Director Hausman

**Nays:** None

**Absent:** Chairman Tough

**ACTION:** Motion passed unanimously.



  
**Claude Hunter**  
Secretary, Board of Directors

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**EXHIBIT OMISSIONS\***

**EXHIBIT "A"**

**\*To view Exhibits, please contact the Records Management Analyst at 281-210-3800.**